



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 906.3

Job Title: **ARCHIVIST II**

Pay Grade: 21

GENERAL SUMMARY:

Assists in researching, acquiring, cataloging, and preserving archival materials for the City of Houston library.

RESPONSIBILITIES:

- Provides reference and retrieval services for the general public.
- Processes, organizes and arranges architectural collections in accordance with professional standards and the context of their creation and use.
- Locates and acquires archival materials including printed materials, photographs, tapes, etc.
- Processes and catalogs archival materials through proper preservation, mounting, and storage.
- Provides public liaison activities including public lectures, media appearances, and interviews.
- Provides editing services for library publications, as required.

SPECIFICATIONS:

KNOWLEDGE:

Requires an ALA accredited Master's degree in Library Science, History or a closely related field.

EXPERIENCE:

One year of experience in archival processing, collecting or research, historical research, library systems, or a closely related field is required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Archivist I
- Archivist II
- Archivist III
- Archivist IV

Effective: October 1990
Revised: December 1992